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Personnel

**RECORD OF DISENROLLMENT FROM
OFFICER CANDIDATE-TYPE TRAINING -- DD
FORM 785**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mrs. Bea Garcia)
Supersedes AFI 36-2012, 10 June 1994.

Certified by: HQ AFMPC/DPMA
(Col Joseph W. Moran)

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This instruction explains how to record information on candidates disenrolled from officer training and request information on those previously disenrolled who later apply for another officer program. It applies to all commands and activities that process applications for officer candidate training or direct appointment, including those in the United States Air Force Reserve (USAFR) and Air National Guard (ANG). It interfaces with Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013. Title 44, Section 3101 authorizes you to maintain these records. System of Records Notice F035 AF MP R, *Application for Appointment and Extended Active Duty Files*, also applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8).

SUMMARY OF REVISIONS

This change incorporates Interim Change (IC) 98-1 which clarifies the requirement for a reviewing authority by changing the name to approving authority (paragraph **2.1.**); deletes Authenticating DD Form 785 (paragraph **3.**); deletes references to Air Force Regulations (paragraph **4.1.**); realigns responsibilities based on organizational changes and corrects name of approving authority (**Table 1.**); changes reference to Officer Training School (OTS) Basic Training to OTS Basic Officer Training (BOT) (**Table 1.** and **Table 2.**); updates address at the Air Reserve Personnel Center and for the Academy of Military Science (AMS) commandant (**Table 2.**), adds references, abbreviations and terms (**Attachment 1.**); renumbers the Officer Training programs to (**Attachment 2.**); changes information in Section IV of the DD Form 785 to reflect a dollar amount instead of number of days for which subsistence was paid (attachment 3, paragraph **A3.3.**), and modifies the Disenrollment Recommendation Guide for Air Force Reserve Officer

Training Corps (AFROTC) breach cases (**Attachment 4**). See the last attachment (**Attachment 5**) of the publication, IC 98-1, for the complete IC. A vertical bar (|) indicates revision from the previous edition.

1. Recording Information. The Military Services use DD Form 785, **Record of Disenrollment from Officer Candidate-Type Training**, to record information on individuals disenrolled from an officer candidate training program (see **Attachment 2** for a list of programs).

2. Preparing DD Form 785.

2.1. Staff members responsible for disenrollment processing prepare the form and attach a duplicate to the disenrollment investigation or the faculty board proceedings. The individuals listed in **Table 1**, column B, or designee review each DD Form 785 to ensure it is prepared correctly, is fully substantiated, and then sends the DD Form 785 to the authority indicated in **Table 1**, column C (or designee) for approval.

2.2. Send the original form to the proper custodian for inclusion in the individual's Unit Personnel Record Group if the individual will enter extended active duty (EAD) or active Reserve or Guard status. Otherwise, send the original form to the proper custodian for inclusion in the individual's Master Personnel Record Group.

2.3. Prepare the form in detail to avoid the need for further evaluation. (See **Attachment 3**)

2.4. Explain why the individual was removed from the training program.

2.5. Make specific recommendations for further training. (See **Attachment 4**)

3. DELETED.

4. Requesting Information on Previously Disenrolled Individuals. The Military Services use DD Form 785 to exchange information on a person who previously disenrolled from an officer candidate training program in any service and who later applies to another program.

4.1. A person disenrolled from a military service academy for any reason or disenrolled from any other officer training listed in **Attachment 2** because of lack of aptitude, indifference to training, incompatibility, breach of the AFROTC contract terms, undesirable character traits, or disciplinary reasons, may not reenroll in any Air Force officer commissioning program or be appointed to any Air Force component without a waiver from the appropriate approval authority specified in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*; AFI 36-2011, *Air Force Reserve Officer Training Corps*; AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*; AFI 36-2019, *Appointments to the United States Air Force Academy*; or USAFAI 36-177, *Readmission of Former USAF Academy Cadets*.

4.2. Send this copy with the application for commissioning training.

5. Waiver Requests.

5.1. A person disenrolled from a military service academy for any reason or disenrolled from any other officer training listed in **Attachment 1** because of lack of aptitude, indifference to training,

incompatibility, breach of the Air Force Reserve Officer Training Corps (AFROTC) contract terms, undesirable character traits, or disciplinary reasons, may not reenroll in any Air Force officer commissioning program or be appointed to any Air Force component without a waiver from the appropriate approval authority specified in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force (Temporary)*, (formerly AFR 36-15), AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)*, (formerly AFR 45-48), or AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs* (formerly AFRs 53-20 and 53-27).

5.2. The processing activity sends the waiver request through channels (see paragraph 5.1.), along with a recommendation for approval or disapproval after carefully considering the individual's demonstrated potential (Air Force Officer Qualifying Test (AFOQT) scores, academic progression, and comments on the DD Form 785).

5.3. Send these documents with the waiver request:

- A transmittal memorandum justifying the recommendation.
- A summary of any relevant derogatory information or correspondence.
- DD Form 785.
- A current transcript of college credits.
- The application for commission.

6. Form Prescribed. DD Form 785, **Record of Disenrollment from Officer Candidate - Type Training.**

Table 1. DD Form 785 Decision Authorities.

R	A	B	C
U L E	If an individual is disenrolled or eliminated from	then the DD Form 785 is prepared by the	and the reviewing authority is established by the
1	the USAFA	USAFA Commandant of Cadets	USAFA Superintendent.
2	the Professional Officer Course (POC) or College Scholarship Program (CSP) when discontinued from AFROTC (including Aerospace Studies (AS) 100 and 200 levels)	AFROTC Vice Commander or AFROTC Registrar	AFROTC Commander
3	OTS Basic Officer Training (BOT) Program	OTS (BOT) Commander	OTS Commander
4	the academic phase of Airman Education and Commissioning Program (AECP)	Air Force Institute of Technology (AFIT) Dean of Civilian Institute Programs	AFIT Commandant.
5	Air National Guard Academy of Military Science (AMS)	AMS Commandant	Training and Education Center (TEC) Commander.

Table 2. Requesting DD Form 785.

R	A	B	C	D
U L E	If an individual has been disenrolled or eliminated from	and	then send the request to	see notes
1	AFROTC	has been disenrolled for 3 years or less	HQ AFROTC/RRFD (Disenrollments Branch) 551 East Maxwell Blvd Maxwell AFB AL 36112-6106	1,2,3
2		has been disenrolled over 3 years	National Personnel Records Center Air Force Reference Branch (NPRC/ NRPMF) 9700 Page Blvd St Louis MO 63132-5100	1,2,3, 4
3	Air Force OTS Basic Officer Training (BOT) Program or the academic portion of the Airman	is on active duty with USAF	member's servicing military personnel flight (MPF)	1,2,3, 4

R	A	B	C	D
U L E	If an individual has been disenrolled or eliminated from	and	then send the request to	see notes
4	Education and Commissioning Program (AECP)	is not on USAF active duty and has no military status or obligation	NPRC/NRPMF (see rule 2C of this table)	1,2,3
5		is in the USAFR	HQ Air Reserve Personnel Center Directorate of Customer Assistance, Special Programs Division, Customer Service Branch, (HQ ARPC/DRSA/B), 6760 E. Irvington Place, #3800, Denver CO 80280-3800	
6		is in the ANG and not on EAD	The Adjutant General of the appropriate state, the District of Columbia, or the Commonwealth of Puerto Rico	
7	USAFA		USAFA/DFRR (Office of the Registrar) 2354 Fairchild Drive Ste 6D106 USAF Academy CO 80840-6210	
8	US Military Academy (USMA)		Personnel Office US Corps of Cadets, USMA West Point NY 10096-5000	
9	US Army Officer Candidate School (OCS)		Commandant of school attended	
10	US Army ROTC	has been disenrolled for 5 years or less	Professor of Military Science (PMS) of the school from which disenrolled	1,2,3
11		has been disenrolled over 5 years	NPRC/NRPMF (see rule 2C of this table)	
12	US Naval Academy (USNA)		Office of the Registrar USNA 589 McNair Road Annapolis MD 21402-5031	
13	Naval ROTC		Chief, Naval Education & Training (Code N-1214) NAS Pensacola FL 32508-5000	1,2,3

R	A	B	C	D
U L E	If an individual has been disenrolled or eliminated from	and	then send the request to	see notes
14	Naval OCS		Navy Recruiting Command (Code N-312 OCS Programs 801 North Randolph Street Arlington VA 22303-1991	
15	Naval Aviation Officer Candidate Course (AVROC)		Officer in Charge, Personnel Support Detachment Student Personnel Office Bldg 45, Room 218 NAS Pensacola FL 32508-5000	
16	Aviation Officer Candidate Course			
17	Naval Flight Officer Candidate Course			
18	Aviation Maintenance Duty Officer Course			
19	Naval Officer Candidate (Aviation Intelligence Course)			
20	US Coast Guard Academy (USCGA)		Superintendent, USCGA New London CT 06320-5000	
21	US Coast Guard OCS		Commanding Officer US Coast Guard Reserve Training Center Yorktown VA 23690-5000	
22	US Merchant Marine Academy (USMMA)		Registrar, USMMA Kings Point NY 11014-5000	
23	any US Marine Corps officer candidate training program		HQ USMC #2 Navy Annex Washington DC 20380-5000	
24	ANG AMS		Commandant, AMS Air National Guard Training and Education Center (ANG/TEC) 400 Murphy Street McGhee Tyson ANGB TN 37777-6216	

1. Include the applicant's date of birth, social security number (SSN), and the date of discontinuance or disenrollment in the request for DD Form 785.

2. If the agency is unable to provide DD Form 785, a memorandum is acceptable if it contains all information usually provided on the DD Form 785 and states the DD Form 785 is unavailable.
3. For all applicants whose status does not fit under other rules, use the agency in rule 2C.
4. If the individual has been eliminated from the OTS Basic Training Program for less than 1 year, request may be submitted to HQ Air Force Recruiting Service, Officer Procurement Division (HQ AFRS/RSOO), 550 D Street West Ste 01, Randolph AFB TX 78150-4527.
5. If individual has been eliminated from US Army OCS for more than 5 years, submit request to NPRC/Army Section, 9700 Page Blvd., St Louis MO 63132-5100.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, *Armed Forces*, Section 8013

Title 44, United States Code, *Public Printing and Documents*, Section 3101

AFPD 36-20, *Accession of Air Force Military Personnel*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories-Reserve of the Air Force and United States Air Force*

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC)*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment

AECP—Airman Education and Commissioning Program

AETC—Air Education and Training Command

AFIT—Air Force Institute of Technology

AFOQT—Air Force Officer Qualifying Test

ARPC—Air Reserve Personnel Center

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

AMS—Academy of Military Science

AS—Aerospace Studies

ASCP—Airman Scholarship and Commissioning Program

BOT—Basic Officer Training

CSP—College Scholarship Program

EAD—Extended Active Duty

FAP—Financial Assistance Program

MPF—Military Personnel Flight

NPRC—National Personnel Records Center

NAVROC—Naval Aviation Reserve Officer Candidate

OCS—Officer Candidate School

OTS—Officer Training School

POC—Professional Officer Course

RES—Reserve

SSN—Social Security Number

TEC—Training and Education Center

USAFA—United States Air Force Academy

USCGA—United States Coast Guard Academy

USMA—United States Military Academy

USMMA—United States Merchant Marine Academy

USNA—United States Naval Academy

Terms

Active Duty Service Commitment (ADSC)—A period of active duty a member will serve before becoming eligible for voluntary separation or retirement.

Extended Active Duty (EAD)—A tour of active duty (Active Duty List) of an armed service 90 days or more.

Attachment 2
OFFICER TRAINING PROGRAMS

- A2.1.** Air Force Reserve Officer Training Corps (AFROTC): Professional Officer Course (POC)-last 2 years, College Scholarship Program (CSP), Airman Scholarship and Commissioning Program (ASCP).
- A2.2.** Air National Guard Academy of Military Science (AMS).
- A2.3.** Air Force Officer Training School (OTS) Basic Officer Training (BOT) Program and the academic portion of the Airman Education and Commissioning Program (AECP).
- A2.4.** Army Officer Candidate School (OCS).
- A2.5.** Army ROTC (advanced training) and Financial Assistance Program (FAP).
- A2.6.** Coast Guard OCS.
- A2.7.** Naval Aviation Maintenance Duty Course.
- A2.8.** Naval Aviation Officer Candidate Course.
- A2.9.** NAVROC Course.
- A2.10.** Naval Flight Officer Candidate Course.
- A2.11.** Naval OCS.
- A2.12.** Naval Officer Candidate (Aviation Intelligence Course).
- A2.13.** Naval ROTC (advanced training) and FAP.
- A2.14.** Marine Platoon Leaders Course.
- A2.15.** Marine Officer Candidate Course.
- A2.16.** US Air Force Academy (USAFA).
- A2.17.** US Military Academy (USMA).
- A2.18.** US Naval Academy (USNA).
- A2.19.** US Coast Guard Academy (USCGA).
- A2.20.** US Merchant Marine Academy (USMMA).

Attachment 3**MANDATORY INFORMATION TO INCLUDE ON DD FORM 785**

A3.1. Section II--Program Information Applicable at Time Disenrolled. Enter OTS in item 11 for OTS disenrollments followed by the procurement source that brought the individual to OTS (e.g., OTS/AECP, OTS/CIV, OTS/RES).

A3.2. Section III--Reasons and Circumstances for Disenrollment. Elaborate on the factors that led to the officer trainee's disenrollment. Avoid generalities so that an agency considering an individual for reenrollment can objectively assess the individual's potential for commissioned officer status. Continue comments under "Remarks" in section IV or on the reverse side of the form. In cases involving breach of the honor code, state "breach of honor code" and give concise explanation of the circumstances. Support the statement with a suitable recommendation under section IV.

A3.3. Section IV--Evaluation To Be Considered in the Future for Determining Acceptability for Other Officer Training. See **Attachment 4** to determine the block to check. Fully explain your recommendation under "Remarks." Use the reverse side of the form if you need additional space. Include the following details in the remarks when appropriate: Individual was a member of the AFROTC 4- or 2-year program, CSP, or ASCP, total dollar amount of subsistence paid, month and year the cadet completed field training (state whether 4- or 6-week session), AFOQT scores, if available, and individual has or has not incurred an active duty service commitment.

Attachment 4**DISENROLLMENT RECOMMENDATION GUIDE: CADETS AND OFFICER TRAINEES**

A4.1. Block 1--Highly Recommended. Give this recommendation only to those few individuals whose military and academic performances clearly demonstrate they have exceeded the standards of the commissioning program. You must determine that their capabilities are exceptional in all the following areas: judgment, planning and organization, adaptability to stress, communication skills, and professional qualities. Their cumulative grade point average (GPA) usually meets or exceeds 3.0 (4.0 scale). They normally have resigned or been disenrolled for circumstances beyond their control. May be appropriate for some AFROTC Aerospace Studies (AS) 100 contract cadets who exercise first year option to disenroll.

A4.2. Block 2--Recommended as an Average Student. Give this recommendation to individuals whose performance met or exceeded minimum program standards. They must not have had any serious conduct or aptitude problems. Their cumulative academic GPA for degree work usually exceeds 2.0 (4.0 scale). Most are strongly motivated to obtain a commission in the Air Force or another service. You usually give this rating to USAFA cadets who voluntarily resign and have at least an average military performance average (MPA) and a cumulative GPA that exceeds 2.0. Appropriate for AFROTC AS 100 contract cadets who voluntarily disenroll.

A4.3. Block 3--Should Not Be Considered Without Weighing the "Needs of the Service" Against the Reasons for Disenrollment. Give this recommendation to individuals whose aptitude, personal behavior, or motivation has rendered their potential for future commissioning questionable. This rating is usually given to USAFA cadets who resign in-lieu-of action under or conviction for a breach of the honor code, and AFROTC AS 200 and above contract cadets disenrolled for breach or anticipatory breach of contract. Appropriate for AFROTC AS 100 contract cadets who are disenrolled for cause other than breach due to exercising their first year option to voluntarily disenroll.

A4.4. Block 4--Recommended if Physical Defects are Corrected or if Such Defects Are Not Disqualifying for Other Reasons. Give this recommendation only to individuals disenrolled for medical reasons. Clarify the degree to which you recommend the individual for future officer training in the remarks section. *NOTE:* It is not mandatory that you give an individual disenrolled for medical reasons a block 4 rating. If other than a block 4 rating is appropriate, rate accordingly and explain in the remarks section.

A4.5. Block 5--Definitely Not Recommended. Give this rating to those whose aptitude or personal behavior have consistently failed to meet the minimum standards. These individuals may have a documented history of serious problems as shown by their repeated placement on probation or involvement in some illegal or immoral activity, such as cases involving drugs or marijuana, deficiency in conduct or aptitude, sexual misbehavior, and indifference to training. May be appropriate for breach or anticipatory breach of AFROTC contract cadets in AS 200 and above.

A4.6. Block 6--Other Remarks. Reserve this rating for either USAFA and AFROTC-CSP use or AFROTC Airman Scholarship and Commissioning Program (ASCP) first semester AS 100 cadets. The USAFA uses it instead of the usual recommendation for future officer training when the observation period is too limited to properly evaluate the potential of a fourth-class cadet or officer trainee. Confine

Block 6 use to evaluating the performance of trainees for the period between the beginning of basic cadet training and their first academic progress report in the fall.

Attachment 5**IC 98-1 TO AFI 36-2102 RECORD OF DISENROLLMENT FROM OFFICER CAND-
DATE-TYPE TRAINING-DD FORM 785****SUMMARY OF REVISIONS**

This change incorporates IC 98-1 which clarifies the requirement for a reviewing authority by changing the name to approving authority (paragraph **2.1.**); deletes Authenticating DD Form 785 (paragraph **3.**); deletes references to Air Force Regulations (paragraph **4.1.**); realigns responsibilities based on organizational changes and corrects name of approving authority (**Table 1.**); changes reference to Officer Training School (OTS) Basic Training to OTS Basic Officer Training (BOT) (**Table 1.** and **Table 2.**); updates address at the Air Reserve Personnel Center and for the Academy of Military Science (AMS) commandant (**Table 2.**), adds references, abbreviations and terms (**Attachment 1**); renumbers the Officer Training programs to (**Attachment 2**); changes information in Section IV of the DD Form 785 to reflect a dollar amount instead of number of days for which subsistence was paid (attachment 3, paragraph **A3.3.**), and modifies the Disenrollment Recommendation Guide for Air Force Reserve Officer Training Corps (AFROTC) breach cases (**Attachment 4**). See the last attachment (**Attachment 5**) of the publication, IC 98-1, for the complete IC. A vertical bar (|) indicates revision from the previous edition.

2.1. Staff members responsible for disenrollment processing prepare the form and attach a duplicate to the disenrollment investigation or the faculty board proceedings. The individuals listed in **Table 1.**, column B, or designee review each DD Form 785 to ensure it is prepared correctly, is fully substantiated, and then sends the DD Form 785 to the authority indicated in **Table 1.**, column C (or designee) for approval.

3. DELETED.

4.1. A person disenrolled from a military service academy for any reason or disenrolled from any other officer training listed in **Attachment 2** because of lack of aptitude, indifference to training, incompatibility, breach of the AFROTC contract terms, undesirable character traits, or disciplinary reasons, may not reenroll in any Air Force officer commissioning program or be appointed to any Air Force component without a waiver from the appropriate approval authority specified in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*; AFI 36-2011, *Air Force Reserve Officer Training Corps*; AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*; AFI 36-2019, *Appointments to the United States Air Force Academy*; or USAFAI 36-177, *Readmission of Former USAF Academy Cadets*.

Table A5.1. DD Form 785 Decision Authorities.

R	A	B	C
U L E	If an individual is disenrolled or eliminated from	then the DD Form 785 is prepared by the	and the reviewing authority is established by the
1	the USAFA	USAFA Commandant of Cadets	USAFA Superintendent.
2	the Professional Officer Course (POC) or College Scholarship Program (CSP) when discontinued from AFROTC (including Aerospace Studies (AS) 100 and 200 levels)	AFROTC Vice Commander or AFROTC Registrar	AFROTC Commander
3	OTS Basic Officer Training (BOT) Program	OTS (BOT) Commander	OTS Commander
4	the academic phase of Airman Education and Commissioning Program (AECF)	Air Force Institute of Technology (AFIT) Dean of Civilian Institute Programs	AFIT Commandant.
5	Air National Guard Academy of Military Science (AMS)	AMS Commandant	Training and Education Center (TEC) Commander.

Table A5.2. Requesting DD Form 785.

R	A	B	C	D
U L E	If an individual has been disenrolled or eliminated from	and	then send the request to	see notes
1	AFROTC	has been disenrolled for 3 years or less	HQ AFROTC/RRFD (Disenrollments Branch) 551 East Maxwell BlvdMaxwell AFB AL 36112-6106	1,2,3
2		has been disenrolled over 3 years	National Personnel Records CenterAir Force Reference Branch (NPRC/NRPMF)9700 Page BlvdSt Louis MO 63132-5100	1,2,3,4
3	Air Force OTS Basic Officer Training (BOT) Program or the academic portion of the Airman	is on active duty with USAF	member's servicing military personnel flight (MPF)	1,2,3,4

R	A	B	C	D
U L E	If an individual has been disenrolled or eliminated from	and	then send the request to	see notes
4	Education and Commissioning Program (AECP)	is not on USAF active duty and has no military status or obligation	NPRC/NRPMF (see rule 2C of this table)	1,2,3
5		is in the USAFR	HQ Air Reserve Personnel Center Directorate of Customer Assistance, Special Programs Division, Customer Service Branch, (HQ ARPC/DRSA/B), 6760 E. Irvington Place, #3800, Denver CO 80280-3800	
6		is in the ANG and not on EAD	The Adjutant General of the appropriate state, the District of Columbia, or the Commonwealth of Puerto Rico	
7	USAFA		USAFA/DFRR (Office of the Registrar) 2354 Fairchild Drive Ste 6D106 USAF Academy CO 80840-6210	
8	US Military Academy (USMA)		Personnel Office US Corps of Cadets, USMA West Point NY 10096-5000	
9	US Army Officer Candidate School (OCS)		Commandant of school attended	1,2,3,5
10	US Army ROTC	has been disenrolled for 5 years or less	Professor of Military Science (PMS) of the school from which disenrolled	1,2,3
11		has been disenrolled over 5 years	NPRC/NRPMF (see rule 2C of this table)	
12	US Naval Academy (USNA)		Office of the Registrar USNA 589 McNair Road Annapolis MD 21402-5031	1,2,3
13	Naval ROTC		Chief, Naval Education & Training (Code N-1214) NAS Pensacola FL 32508-5000	
14	Naval OCS		Navy Recruiting Command (Code N-312) OCS Programs 801 North Randolph Street Arlington VA 22303-1991	

R	A	B	C	D
U L E	If an individual has been disenrolled or eliminated from	and	then send the request to	see notes
15	Naval Aviation Officer Candidate Course (AVROC)		Officer in Charge, Personnel Support Detachment Student Personnel Office Bldg 45, Room 218 NAS Pensacola FL 32508-5000	
16	Aviation Officer Candidate Course			
17	Naval Flight Officer Candidate Course			
18	Aviation Maintenance Duty Officer Course			
19	Naval Officer Candidate (Aviation Intelligence Course)			
20	US Coast Guard Academy (USCGA)		Superintendent, USCGA New London CT 06320-5000	
21	US Coast Guard OCS		Commanding Officer US Coast Guard Reserve Training Center Yorktown VA 23690-5000	
22	US Merchant Marine Academy (USMMA)		Registrar, USMMA Kings Point NY 11014-5000	
23	any US Marine Corps officer candidate training program		HQ USMC#2 Navy Annex Washington DC 20380-5000	
24	ANG AMS		Commandant, AMS Air National Guard Training and Education Center (ANG/TEC) 400 Murphy Street-McGhee Tyson ANGB TN 37777-6216	

NOTES:

1. Include the applicant's date of birth, social security number (SSN), and the date of discontinuance or disenrollment in the request for DD Form 785.
2. If the agency is unable to provide DD Form 785, a memorandum is acceptable if it contains all information usually provided on the DD Form 785 and states the DD Form 785 is unavailable.
3. For all applicants whose status does not fit under other rules, use the agency in rule 2C.
4. If the individual has been eliminated from the OTS Basic Training Program for less than 1 year, request may be submitted to HQ Air Force Recruiting Service, Officer Procurement Division (HQ AFRS/RSOO), 550 D Street West Ste 01, Randolph AFB TX 78150-4527.
5. If individual has been eliminated from US Army OCS for more than 5 years, submit request to NPRC/Army Section, 9700 Page Blvd., St Louis MO 63132-5100.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC)*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

Abbreviations and Acronyms

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AECF—Airman Education and Commissioning Program

AETC—Air Education and Training Command

AFIT—Air Force Institute of Technology

AFOQT—Air Force Officer Qualifying Test
ARPC—Air Reserve Personnel Center
AFROTC—Air Force Reserve Officer Training Corps
AFRS—Air Force Recruiting Service
AMS—Academy of Military Science
AS—Aerospace Studies
ASCP—Airman Scholarship and Commissioning Program
BOT—Basic Officer Training
CSP—College Scholarship Program
EAD—Extended Active Duty
FAP—Financial Assistance Program
MPF—Military Personnel Flight
NPRC—National Personnel Records Center
NAVROC—Naval Aviation Reserve Officer Candidate
OCS—Officer Candidate School
OTS—Officer Training School
POC—Professional Officer Course
RES—Reserve
SSN—Social Security Number
TEC—Training and Education Center
USAFA—United States Air Force Academy
USCGA—United States Coast Guard Academy
USMA—United States Military Academy
USMMA—United States Merchant Marine Academy
USNA—United States Naval Academy

Terms

Active Duty Service Commitment (ADSC)—A period of active duty a member will serve before becoming eligible for voluntary separation or retirement.

Extended Active Duty (EAD)—A tour of active duty (Active Duty List) of an armed service 90 days or more.

Attachment 2
OFFICER TRAINING PROGRAMS

A2.1. Air Force Reserve Officer Training Corps (AFROTC): Professional Officer Course (POC)-last 2 years, College Scholarship Program (CSP), Airman Scholarship and Commissioning Program (ASCP).

A2.2. Air National Guard Academy of Military Science (AMS).

A2.3. Air Force Officer Training School (OTS) Basic Officer Training (BOT) Program and the academic portion of the Airman Education and Commissioning Program (AECP).

A2.4. Army Officer Candidate School (OCS).

A2.5. Army ROTC (advanced training) and Financial Assistance Program (FAP).

A2.6. Coast Guard OCS.

A2.7. Naval Aviation Maintenance Duty Course.

A2.8. Naval Aviation Officer Candidate Course.

A2.9. NAVROC Course.

A2.10. Naval Flight Officer Candidate Course.

A2.11. Naval OCS.

A2.12. Naval Officer Candidate (Aviation Intelligence Course).

A2.13. Naval ROTC (advanced training) and FAP.

A2.14. Marine Platoon Leaders Course.

A2.15. Marine Officer Candidate Course.

A2.16. US Air Force Academy (USAFA).

A2.17. US Military Academy (USMA).

A2.18. US Naval Academy (USNA).

A2.19. US Coast Guard Academy (USCGA).

A2.20 US Merchant Marine Academy (USMMA).

Attachment 3

Mandatory Information To Include on DD Form 785

A3.1. Section II--Program Information Applicable at Time Disenrolled. Enter OTS in item 11 for OTS disenrollments followed by the procurement source that brought the individual to OTS (e.g., OTS/AECP, OTS/CIV, OTS/RES).

A3.2. Section III--Reasons and Circumstances for Disenrollment. Elaborate on the factors that led to the officer trainee's disenrollment. Avoid generalities so that an agency considering an individual for reenrollment can objectively assess the individual's potential for commissioned officer status. Continue comments under "Remarks" in section IV or on the reverse side of the form. In cases involving breach of the honor code, state "breach of honor code" and give concise explanation of the circumstances. Support the statement with a suitable recommendation under section IV.

A3.3. Section IV--Evaluation To Be Considered in the Future for Determining Acceptability for Other Officer Training. See **Attachment 4** to determine the block to check. Fully explain your recommendation under "Remarks." Use the reverse side of the form if you need additional space. Include the following details in the remarks when appropriate: Individual was a member of the AFROTC 4- or 2-year program, CSP, or ASCP, total dollar amount of subsistence paid, month and year the cadet completed field training (state whether 4- or 6-week session), AFOQT scores, if available, and individual has or has not incurred an active duty service commitment.

Attachment 4

DISENROLLMENT RECOMMENDATION GUIDE: CADETS AND OFFICER TRAINEES

A4.1. Block 1--Highly Recommended. Give this recommendation only to those few individuals whose military and academic performances clearly demonstrate they have exceeded the standards of the commissioning program. You must determine that their capabilities are exceptional in all the following areas: judgment, planning and organization, adaptability to stress, communication skills, and professional qualities. Their cumulative grade point average (GPA) usually meets or exceeds 3.0 (4.0 scale). They normally have resigned or been disenrolled for circumstances beyond their control. May be appropriate for some AFROTC Aerospace Studies (AS) 100 contract cadets who exercise first year option to disenroll.

A4.2. Block 2--Recommended as an Average Student. Give this recommendation to individuals whose performance met or exceeded minimum program standards. They must not have had any serious conduct or aptitude problems. Their cumulative academic GPA for degree work usually exceeds 2.0 (4.0 scale). Most are strongly motivated to obtain a commission in the Air Force or another service. You usually give this rating to USAFA cadets who voluntarily resign and have at least an average military performance average (MPA) and a cumulative GPA that exceeds 2.0. Appropriate for AFROTC AS 100 contract cadets who voluntarily disenroll.

A4.3. Block 3--Should Not Be Considered Without Weighing the "Needs of thService" Against the Reasons for Disenrollment. Give this recommendation to individuals whose aptitude, personal behavior, or motivation has rendered their potential for future commissioning questionable. This rating is usually given to USAFA cadets who resign in-lieu-of action under or conviction for a breach of the honor code, and AFROTC AS 200 and above contract cadets disenrolled for breach or anticipatory breach of contract. Appropriate for AFROTC AS 100 contract cadets who are disenrolled for cause other than breach due to exercising their first year option to voluntarily disenroll.

A4.4. Block 4--Recommended if Physical Defects are Corrected or if Such Defects Are Not Disqualifying for Other Reasons. Give this recommendation only to individuals disenrolled for medical reasons. Clarify the degree to which you recommend the individual for future officer training in the remarks section. *NOTE:* It is not mandatory that you give an individual disenrolled for medical reasons a block 4 rating. If other than a block 4 rating is appropriate, rate accordingly and explain in the remarks section.

A4.5. Block 5--Definitely Not Recommended. Give this rating to those whose aptitude or personal behavior have consistently failed to meet the minimum standards. These individuals may have a documented history of serious problems as shown by their repeated placement on probation or involvement in some illegal or immoral activity, such as cases involving drugs or marijuana, deficiency in conduct or aptitude, sexual misbehavior, and indifference to training. May be appropriate for breach or anticipatory breach of AFROTC contract cadets in AS 200 and above.

A4.6. Block 6--Other Remarks. Reservethis rating for either USAFA and AFROTC-CSP use or AFROTC Airman Scholarship and Commissioning Program (ASCP) first semester AS 100 cadets. The USAFA uses it instead of the usual recommendation for future officer training when the observation period is too limited to properly evaluate the potential of a fourth-class cadet or officer trainee. Confine Block 6 use to evaluating the performance of trainees for the period between the beginning of basic cadet training and their first academic progress report in the fall.